

Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Library
January 21, 2020
6:30 p.m.

1. Call to Order
2. Guests: Douglas Headrick, Director of Protective Services, Vulcan County
3. Approval of Agenda for January 21, 2020 Regular Council Meeting
4. Approval of minutes of Regular Council Meeting – December 17, 2019
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
 - A. Doctor Retention
 - B. Branding
 - C. Fire Services Agreement
 - D. ACP GIS Resolution
 - E. 2020 Project Plan Update
 - F. Action List
12. Reports
 - a) ORRSC
 - b) Marquis Foundation
 - c) Vulcan District Solid Waste
 - d) Carmangay & District Library Board
 - e) FCSS
 - f) SouthGrow
 - g) Twin Valley Regional Water Services Commission
 - h) Mayors and Reeves of Southern Alberta
 - i) Historical Society
 - j) Chinook Arch
 - k) TeePee Ring Committee
13. Closed Session
 - FOIP Division 2 Section 24
 - Water Infrastructure

14. Adjournment.

The Minutes of the December 17, 2019 Regular Council meeting will be amended to this agenda package.

7) Public Works and Projects Report

In addition to their normal duties, Public Works was focused on the following:

- Public Works has been focused on snow clearing for the roads and sidewalks.
- Public Works were able to respond to a resident that was seeing water coming up in their basement. The sewer pipe was scoped and found to be functional. Further investigation found that there was a water leak on the resident's property that was filtering in. The resident is following up with a fix.
- A schedule has been created for this coming years projects and will be addressed later in the agenda.
- A review of many of the procedures for the water and sanitary systems as well as public works functions has been undertaken to ensure the Village is compliant and efficient.
- Thanks to John and Blake who responded on Christmas day to concern that there was a water leak. It had been mentioned on Facebook but ended up being just some moisture in the road.

8) Administration Report

In addition to normal duties, Patrick was focused on the following;

- The utility bills were issued earlier this month. There had been a few technical issues that were making the process cumbersome that have been resolved working with the 2 vendors.
- The year end in the accounting system has been completed and the new year started. The final year end will be complete once the audit and adjusting entries are done.
- The office has been reconfigured to allow the CAO and Manager, Projects to spend more time in the office for planning and working with Heather and Sandy.
- The CAO and Mayor attended a meeting with the Mayor of Champion, Reeve of Vulcan County, 2 related County Councilors as well as the CAO of Vulcan County. The Fire Services Agreement was discussed and will be addressed later in the agenda.

9) Correspondence

None

10) Financial Report

The following is the Villages cash position as at January 19, 2020.

Current Account \$53,892.98

Investment Accounts \$54,930.02

Total \$108,820.00

Administration is working with the auditors to close out 2019 and should have final figures for the operational budget as well as close out figures for the 2019 capital projects for the next Council meeting.

Capital grant funding will be applied for this coming week to provide funds for the capital work in 2020.

Approximately \$30,000 of work is planned for other municipalities as well as a quote for another 10K will be outstanding. We continue to grow projects and work for other municipalities as well as improve the efficiency of our processes.

11) New Business

A. Doctor Retention

SUGGESTED MOTION(S): Motion to direct the CAO to progress with the final Doctor Retention Agreement.

OR

Motion to direct the CAO to inform Vulcan County that they will not be progressing with the Doctor Retention Agreement.

There was a meeting in December 2019 to review the agreements and interest in the doctor retention program. Attached are the minutes from that meeting as well as the proposed agreements moving forward.

The Village of Carmangay paid \$4,822 last year for doctor retention. The amount for this year would depend on the number of municipalities that want to participate.



**Doctor Retention and Clinic Subsidy Committee Meeting
5:00 PM December 17, 2019
Vulcan County Council Chambers
Meeting Minutes**

Present: Matt Crane – Mayor Village of Arrowwood
Peggy Hovde – Councillor Village of Carmangay
Jamie Smith – Mayor Village of Champion
Robert Donnelly – Councillor Village of Lomond
Scott Schroeder – Councillor Village of Milo
Tom Grant – Mayor Town of Vulcan
Jason Schneider – Reeve Vulcan County

Also Present:
Nels Petersen – Chief Administrative Officer Vulcan County
Dr. Lana Fehr – Arrowwood Medical Clinic
Dr. Charl Duvenage – Vulcan Medical Clinic
Christopher Northcott - Chief Administrative Officer Village of Arrowwood

Call to Order: Chair Schneider called the meeting to order at 5:04pm

Adoption of the Agenda and Emergent Issues:

Dr. Fehr had asked via email, if the committee would consider allowing her to present after Dr. Duvenage, allowing her to gain a better understanding of the program. There were no objections to this request and the agenda was adopted with this change.

New Business:

Introduction of Parties present and brief history of the Doctor Retention and Clinic Subsidy program.

Member Grant provided a brief history of the Doctor Retention and Clinic Subsidy program and how the program has changed over the years. Discussion was had by the Committee and the general consensus is that the current model seems to be the most successful.

Presentation from Dr. Charl Duvenage, Vulcan Medical Clinic

Dr. Duvenage made a verbal presentation to the Committee, explaining how the program has been a successful recruiting tool for the Vulcan Medical Clinic and allowed for the Emergency

Room to remain open. The program has also assisted in allowing for a typical doctor rotation to be in place. Currently the Vulcan Clinic has three full time doctors and two part time doctors, for an approximate full time equivalent (FTE) of 4.5.

Presentation from Dr. Lana Fehr, Arrowwood Medical Clinic

Dr. Lana Fehr provided a PowerPoint presentation to the Committee, outlining her current practice and future goals for the Arrowwood Medical Clinic. Highlights included:

- 1 full time physician Dr. Lana Fehr - practice relocated from Gleichen
 - Opened in January 2019, Mon-Thu 9am - 4pm.
 - 2 full time staff - patient coordinator and reception
 - 0.6 FTE PCN RN (salary from PCN), majority overhead/admin costs paid by MD
- The mission of Arrowwood Medical was also covered, as well as some of the current challenges.

Current challenges include:

- Infrastructure and Staffing costs - subsidizing Arrowwood Mall
- Differential pay based on lower Rural Retention Billing Modifier
- No ER or long term care income to offset overhead costs
- Higher demand than current service can meet ~ 85 patients on the waitlist in spite of new patients being seen every few weeks
- Recruitment challenges
- Significant potential cutbacks at the government level estimated to be \$61000 per year per family MD, potentially larger for rural physicians.

The presentation wrapped up with the future goals of the clinic and potential partners for moving forward.

Member Hovde left the meeting at approximately 6:25pm

2019 Doctor Retention and Clinic Subsidy expenditures to end of Q3.

2019 Doctor Retention and Clinic Subsidy expenditures to end of Q3 were presented by Vulcan County CAO Nels Petersen. It was noted that Locum Payments had not been utilized to the full amount in the first three quarters. This is possibly due to the standard rotation that is occurring with the doctors that are presently practicing at Vulcan. It is expected that the 4th quarter clinic subsidy will be invoiced early January 2020.

Potential Models for New Doctor Retention and Clinic Subsidy Agreement

Discussion was had on potential funding models for renewing the Doctor Retention and Clinic Subsidy Agreements, allowing for the Arrowwood Clinic to receive some funding, while retaining the funding amounts currently allotted to the Vulcan Clinic. Discussion revolved around appropriate funding amounts, full time equivalent considerations, and the number of days when medical service is available in the community. A pro-rated funding amount was discussed for the Arrowwood Clinic, based on the number of days the Clinic is currently open for service. Contributions of the municipalities were reviewed, with the amounts of each municipality being

shown, dependant on total program budget. After discussion concluded, the following motion was made:

MOVED BY MEMBER GRANT that the Chief Administrative Officer of Vulcan County, draft a renewal agreement with a four (4) year term for the Vulcan Medical Clinic for the Doctor Retention and Clinic Subsidy Program with funding remaining at its current level ,

and

that the Chief Administrative Officer of Vulcan County, draft a new agreement with a four (4) year term for the Arrowwood Medical Clinic Subsidy program with funding for 2020 being in the amount of \$11,460,

and

that the draft agreements and future program expenditures be forwarded to the respective municipal CAO's for Councils consideration.

CARRIED UNANIMOUSLY.

Adjournment

Chair Schneider adjourned the meeting at 8:32p.m.

The 3 draft agreements are provided under separate cover.

B. Branding

This item is for discussion with no recommended motion.

Administration had previously defined a plan for branding for the Village of Carmangay. It was suggested and prudent though to first gain input from municipalities that have already completed the process.

Administration has consulted with the Town of Claresholm as well as SouthGrow to understand the scope of works and framework to create new branding for the Village of Carmangay. There were some recommendations for consultants to use as well as a strategic marketing and branding plan that the Town of Claresholm completed in 2017. The strategic marketing plan is a broader document with a goal to promote Claresholm while the branding plan defines specifically the image that is to be used when representing Claresholm. The branding plan is provided below.

The Strategic Marketing Plan is provided under separate cover.

The budget for Claresholm's Strategic Marketing Plan which included a number of initiatives as well as signage, displays and advertising was \$216,000 and took over 1,500 person hours.

The core pieces of the Strategic Marketing Plan include;

- An Executive Summary
- A budget
- Objectives of the plan and a method of measurement
- A Process to complete the plan
- A Snapshot of the municipality
- A Snapshot of the region
- A SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)
- Definition of a Brand
 - Defining Message
 - Value Proposition
 - What is required to develop the brand
 - Look and Feel
- A Marketing Plan
 - Target Audience
 - What we are selling the audience
 - Communication Methods
- Rollout Plan

Carmangay is capable of creating an effective Strategic Marketing Plan with internal resources as well as a graphics resource. The CAO has, in the past, written strategic plans and launched the following;

Synergy – A Not for profit focused on youth, volunteerism and leadership

<https://www.yoursynergy.ca/>

<https://www.theanchor.ca/2013/synergy-launch-held-at-yacht-club/>

Community Therapy Dog Society – A Society that connects dogs with those that need support.
<https://www.ctds.ca/>

The CAO also has a Certified Associate in Project Management certification. A project of this size will always be challenged with the competing interests of Time, Quality and Cost. The more provided one of the interests will make the other 2 smaller. A large time commitment by administration will provide better quality and a reduced cost. One of the time commitments will involved extensive consultation with residents and stakeholders.

Can Council provide some feedback as to the scope, timeline and cost they are comfortable with to move ahead with the branding?



Claresholm

Branding Guidelines



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01

Brand Vision

"Claresholm is a deep-rooted powerhouse of active living and thrilling events, where people think like champions."



Brand Vision

Key Message

People from Claresholm are genuine Albertans who live for the outdoors. Our strength of character grows proud from agricultural roots. We've fought to build the best healthcare and range of sports facilities of any town in Southwestern Alberta. And we take a lot of pride in our active, hands-on culture, and the world-class champions it creates.

We know everyone can pitch in, play an active role, and pull together to make big things happen. And our daily fun is what city folks can't wait to get out and experience. When you keep up with someone from Claresholm, you're probably having a hell of a good time!

Tone

While rural/western might suggest "the olden days" or the "the old west", Claresholm is a young, competitive and vibrant town full of action. Personality words that describe the attitude of the brand of Claresholm include the following:

Rural, Earthy, Western, Thrilling, Competitive, Healthy

03

Logo & Slogan

"Where Community Takes Root"



Logo & Slogan

Final Logo

The final logo is a modernized take on the previous community logo. Predominant changes include smoother lines and the addition of an important town landmark - the water tower.



Claresholm
Where **Community** Takes Root



Claresholm

Claresholm
Where **Community** Takes Root



Logo & Slogan

Clear Space

Leaving plenty of clear space around a logo will ensure that it stands out. Clear space is developed from the height of the 't' in the logo.



Claresholm — Clear Space

Minimum Size

To ensure legibility when printing, the height of the logo should not be less than 1".

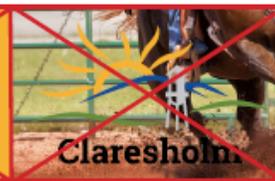


05



Logo & Slogan

Use on Backgrounds



06

07

Typography

Logo & Slogan Font



Typography

Roboto Slab - Bold

While geometric, it is not rigid. Instead, the slab serif is playful and bold due to the thick width and gentle curves of the letter forms.

“Claresholm”

Open Sans - ExtraBold & Regular

A humanist sans serif typeface, with a friendly demeanor, that is optimized for legibility.

“Where **Community** Takes Root”

08

09

Brand Colours

Golden yellow of the wheatlands and sunrise. Rich green of the foothills. Deep blue of the distant mountains. Silver grey of the symbolic watertower.



Brand Colours

Primary Colours



Pantone 143 C



Pantone 370 C



Pantone 2945 C

Secondary Colours



Pantone 428 C

C. Fire Services Agreement

This item is for discussion with no suggested motion.

The Carmangay Mayor, the Champion Deputy Mayor and Mayor, the Vulcan County Reeve as well as relevant Councilors and the CAO's met on January 7, 2020 to discuss the increase in the fire services agreement. While there will be budget to pay the increase, there are a number of agreements that fall into the Intermunicipal Collaboration Framework that need to be considered.

There did seem to be some agreement in continuing to review services moving forward. Administration suggests that agreement be delayed until the ICF is completed.

Is Council OK with the strategy of delaying the agreement until the ICF is in progress?

D. ACP GIS Resolution

SUGGESTED MOTION: Motion to authorize the CAO and Mayor to confirm participation in the ACP grant application.

Be it resolved that we authorize the Village of Carmangay to participate in an application for the **2020 Oldman River Region GIS Enhancement Project** submitted by the **Town of Coaldale** under the ***Intermunicipal Collaboration*** component ***Alberta Community Partnership Grant***, further

That the Village of Carmangay , a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

Chief Elected Official or
Duly Authorized Signing Officer

E. 2020 Project Plan Update

SUGGESTED MOTION: Motion to accept the 2020 Project Plan Update as information.

Staff have been working on planning for this years capital and operational projects. The goal is to optimize staff and equipment for the project season. Below is the initial draft.

Week of	Carmangay Projects	Champion Projects	Blake	Scott	John	Pete	Hydrovac	Backhoe	Dump Tru	Clarke	Skid Steer	Kevin	Dale
6-Jan-20	PW Truck		1										
13-Jan-20	Stabilize Existing Plant		1		1								
20-Jan-20	Stabilize Existing Plant		1		1								
27-Jan-20	Stabilize Existing Plant		1		1								
3-Feb-20	Edmonton Water Conference		1										
10-Feb-20	Update ORRSC Drawings		1										
17-Feb-20													
24-Feb-20													
2-Mar-20	Blake Vacation		1										
9-Mar-20	Blake Vacation		1										
16-Mar-20	Watermain Repair Course		1										
23-Mar-20													
30-Mar-20													
6-Apr-20	Blade Park Work		1										
13-Apr-20		Pathway Move Fences											
20-Apr-20		Pathway Move Fences											
27-Apr-20	Stage 1 Stump Grinding	Patrh	1										
4-May-20	Stage 1 Landscaping	Review Sidewalks	1	1				1		1			
11-May-20	Stage 1 Landscaping		1	1				1		1	1		
18-May-20	Stage 2, 3 Hydrovac	Hydrant Maintenance	1	1		1				1		1	
25-May-20	Stage 2, 3 Order Parts	Sanitary	1	1	1	1	1	1		1			1
1-Jun-20	2019-004 Sidewalks	Sanitary	1	1	1	1	1	1		1			1
8-Jun-20	2019-004 Sidewalks	Water Shut offs	1	1	1	1	1	1		1			1
15-Jun-20	Pacific Sewer	Water Shut offs	1	1	1	1	1			1		1	1
22-Jun-20	Garman St. Sewer Repair	Sidewalks	1	1		1							
29-Jun-20	Stage 2, 3 Construction									1	1		
6-Jul-20	Stage 2, 3 Construction		1	1		1				1	1		
13-Jul-20	Stage 2, 3 Construction		1	1		1				1	1		
20-Jul-20	Stage 2, 3 Construction		1	1	1	1				1	1		
27-Jul-20		Pathway System		1				1	1	1	1	1	
3-Aug-20	Sanitary Replacement	Pathway Gravel	1	1		1							
10-Aug-20	Sanitary Replacement	Pathway Gravel	1	1		1							
17-Aug-20	Sanitary Replacement	Pathway Gravel	1	1		1				1	1		
24-Aug-20													
31-Aug-20		Pathway Pave											
7-Sep-20	Old Colony Lines		1	1		1							
14-Sep-20	Old Colony Lines		1	1		1							
21-Sep-20													

F. Action List

SUGGESTED MOTION: Motion to accept the Action List as information.

Item	Due Date	Update
Oversee and ensure roofing of library is done along with any potential leak damage.	31-Jan-20	
Do a full building review of the library including upgrading the furnace and create a budget and go forward plan.	31-Jan-20	
Address any maintenance required on the Village entrance sign as well as the wagon.	31-Jan-20	
Create a plan for the new blade site and move the blade to the new location by Summer of 2019.	31-Jan-20	The land has been rezoned and MPC has approved the blade portion of the site. The balance of the plan will be brought to the MPC later this year.
Goal #1: Create fact sheets for each available property and load onto the Village website by spring of 2019.	31-Jan-20	
Research and present to Council new options for housing that promotes sustainability by the Fall of 2019 for their consideration.	31-Jan-20	
Copy and publish all council meetings dating back to 2013 to the Village website	31-Jan-20	In progress

Copy all popular bylaws to the Village website	31-Jan-20	In progress
Create a strategy by the spring of 2019 for the upcoming Intermunicipal Collaboration Framework negotiations that defines what current and proposed amenities should be funded with assistance from Vulcan County. Additionally, the infrastructure and core services will be assessed to understand what the expected cost sharing should be. An inventory of all current cost sharing arrangements will be conducted.	31-Jan-20	In progress. MDP is complete
Rewrite Village of Carmangay Procedural Bylaw and bring to Council for consideration	31-Jan-20	Ensure "Closed Session" is used.
Provide final operational numbers as well as capital project numbers to Council for 2019	18-Feb-20	
Obtain the old firehall drawings	28-Feb-20	
Confirm ownership of the old fire truck	28-Feb-20	
Investigate the cost of repainting the existing water tower and present to Council for consideration by spring of 2019.	28-Feb-20	

Complete and execute drainage and landscaping for Old Fire Hall	28-Feb-20	The drainage rock has been put in place around the building. The site will be graded to allow water to drain away from the building.
Create an inter-municipal development plan as mandated by the MGA by the end of 2019.	28-Feb-20	In progress. MDP is complete
Goal #3: Create a plan and budget to upgrade and define a 3 km (McFarland Trail) pathway for Council's consideration by spring of 2019. Execute the plan by summer and fall of 2020.	28-Feb-20	Will need to confirm rec board funding to be applied.
Redraft the Council Code of Conduct as a bylaw	28-Feb-20	
Create bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.	28-Feb-20	
Create a bylaw that authorizes the CAO to consolidate bylaws	28-Feb-20	
Ensure all planning documents are defined on the Village website as outlined in the new MGA.	28-Feb-20	

MAP - To be compliant, a council code of conduct bylaw, meeting the required provisions stated in the Code of Conduct for Elected Officials Regulation must be adopted.	28-Feb-20	The current policy will be drafted into a bylaw for Councils consideration.
MAP - The village must pass bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.	28-Feb-20	
MAP - Council must pass a bylaw that authorizes the CAO or a designated officer to consolidate one or more bylaws in accordance with section 69(1) of the MGA.	28-Feb-20	
MAP - The village website must be updated to include a comprehensive list and summary of all planning policies and their relationships with other planning documentation and decisions.	28-Feb-20	
Review draft Codes of Practice	31-Mar-20	
Review draft Public Works Safety Plan	31-Mar-20	
Finish cleanup of commercial lot	31-Mar-20	In progress
Pursue a Community and Regional Economic Support (CARES) program grant for economic development which will include a branding exercise as well as update to the Village website.	31-Mar-20	On hold pending new government budget in the fall of 2019
Finish decommissioning of old water plant and remove unneeded equipment	31-Mar-20	

Complete phase 4 of the water infrastructure effort by spring of 2020.	31-Mar-20	
Ensure the maximum rate of interest to be paid is included in the next ATB Borrowing Bylaw	31-Mar-20	
MAP - Borrowing bylaw 781 must be amended to include the maximum rate of interest to be paid in accordance with section 251(2)(b) of the MGA.	31-Mar-20	
Investigate non functioning curb stop at church	30-Apr-20	
Create an inter-municipal collaboration framework as mandated by the MGA by the end of 2019.	30-Apr-20	
Ensure the DIP and a single minimum tax are defined in the 2020 Tax Rate Bylaw	30-Apr-20	
Amend Bylaw 738 to be in compliance of the MGA per the MAP report.	30-Apr-20	
Establish a bylaw to define the role of the Bylaw Officer and ensure the Bylaw Officer takes the required oath.	30-Apr-20	
Ensure the auditors define the salaries of designated officers (contracted assessor)	30-Apr-20	
Establish an SDAB by bylaw.	30-Apr-20	

<p>MAP - Moving forward, the village must ensure that the tax rate bylaw calculations are correct and only one minimum tax is levied. Also, the property tax bylaw must account for all requisitions imposed, including requisitions for designated industrial properties (DIP), in accordance with section 359(1) of the MGA.</p>	<p>30-Apr-20</p>	<p>The new Designated Industrial Property tax (less than \$100) will be added into the next tax rate bylaw.</p>
<p>MAP - Bylaw 738 must be amended to address the following:</p> <ul style="list-style-type: none"> • the bylaw must indicate that it is a bylaw of the Village of Carmangay; • the municipality must establish both a local assessment review board and a composite review board; and • the bylaw must be in compliance with legislation. <p>In addition, a designated officer must be appointed as the clerk of the assessment review boards and all members appointed to assessment review boards, as well as the clerk, must complete the mandatory training. Since all members of the regional board should have the same bylaw, it would be advisable to work with all member municipalities of the regional assessment review board, as well as their legal counsel, to ensure that member bylaws are consistent and comply with the requirements of the MGA.</p>	<p>30-Apr-20</p>	<p>The CAO will need to work with ORSCC to draft a new bylaw that is in compliance with the MGA.</p>

MAP - The municipality is required to establish a bylaw in accordance with sections 555 and 556 of the MGA if the municipality has a bylaw enforcement officer or bylaw enforcement provisions. Any person who is enforcing bylaws must take the official oath.	30-Apr-20	
MAP - The financial statements must disclose the salaries of all designated officers.	30-Apr-20	
MAP - The village must, by bylaw, establish an SDAB which meets all legislative requirements of Sections 627 and 628 of the MGA, and the accompanying regulations 43/2002 and 195/2017.	30-Apr-20	The CAO will need to work with ORSCC to draft a new bylaw that is in compliance with the MGA.
Grind out all dead stumps in the Village	31-May-20	
Ensure that future updates to the Land Use Bylaw include items defined in the MAP report	31-May-20	
MAP - The land use bylaw must be amended to include appendix A which establishes a fee schedule, or alternatively, a rates and fees bylaw must be passed to establish fees applicable to the land use bylaw.	31-May-20	The CAO will need to work with ORSCC to ammend the existing bylaw that is in compliance with the MGA.
Complete Sanitary Line Repairs on Pacific	30-Jun-20	Camera work identified an area requiring replacement due to calcification.

Complete ICS 100, 200 and 300 Training	30-Jun-20	
Ensure the tax notices are sent out in accordance with the items identified in the MAP report.	30-Jun-20	
MAP - Moving forward, the tax notice content on the combined notice must be updated to include information on how to request a receipt for taxes paid, and the name and address of the designated officer with whom a complaint must be filed.	30-Jun-20	
MAP - A designated officer must certify the date tax notices were sent.	30-Jun-20	
Finish all the elements of the blade site plan by summer of 2020.	1-Aug-20	
MAP - The returning officer and deputy returning officers must take the official oath or statement prescribed in the Local Authorities Election Forms Regulation, before performing the duties of a returning officer or deputy returning officer.	1-Sep-21	
MAP - Moving forward, the village must retain the ballot account in accordance with section 100(1.1) of the LAEA for all by-elections and general elections for the duration of the council term.	20-Oct-21	

<p>MAP - The village is required to dispose of election materials in accordance with section 101 of the LAEA and ensure that the appropriate affidavit is completed following the destruction of the materials.</p>	<p>20-Oct-21</p>	
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